

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL Minutes Friday August 14, 2015 WCAC – Sonshine Room

Members:

Claudia Cederstrom, Ernie Carlson, Phyllis Williams, Darlene Schroeder

City Council Rep- Tim Johnson

Staff - Rob Baumgarn, Steve Brisendine

1. **Meeting was called to order** by Chair Cederstrom at 9:03am

2. **WCAC Weekly Staffing Schedule**-Cederstrom had mentioned to Brisendine that she believes a more consistent presence of staff should be in place at the center. Currently the custodian is the only one that has a consistent schedule at the WCAC. Other staff comes and goes as their need to be at the center for programming issues. Discussion took place about the pros/cons of staffing the facility. Currently there is part time staff on site when the facility is rented out evenings/weekends and that seems to be going just fine. There have been some cleanliness issues from rentals that staff will work through going forward.

After further discussion it was decided that staff will have a bigger presence on Mondays/Wednesdays/Fridays afternoons as that is the bigger club usage dates and it would help them if staff was around during their events. This change will take place starting in September.

3. **WCAC Budget Update**-Brisendine gave members of the committee copies of the proposed 2016 budget. This document was created by staff and sent to the City Administrator for the Mayor to consider in the City of Willmar 2016 budget. Johnson mentioned that the staff typically propose the budgets and that for the most part the Mayor and Council go along with the majority of what staff proposes. Brisendine walked through the different components of the budget; Personal Services, Supplies, Other Services and Other Charges. The Mayor had proposed to Directors to hold the line on budgets for 2016. Thus this budget was created with that thought in mind.

Personal Services did not have any major proposed changes to it. This area covers the salary and benefits for the custodian along with the wages for part time employees hired to keep the facility available outside of typical working hours. The part time salary line was reduced from \$10,000 in 2015 to a proposed \$8,000 for 2016. This seemed to be adequate to meet the expected needs for the coming year.

Supply budgets cover the consumables that are used to assist with facility operations and covers areas like paper products, soap/cleaning products, office supplies and small tools that are typically purchased for the wood shop. One major change was proposed in the line item of Maintenance of Other Improvements. Staff has requested \$15,000 to be used to purchase new tables and chairs along with carpeting the south entrance to the facility. In the past this would have been requested through the Capital Budget but given no one item will exceed \$10,000 staff added it to the operations budget.

Other Services budget areas were mostly left the same as 2015. The largest expense in this area is for utilities but also cover the areas of printing/publishing, communications and travel by staff. In addition the maintenance of the facility, equipment and other improvements are included in this area and cover expenses such as plumber, electricians and other professionals called in to provide assistance at this facility.

Other Charges is the last area of the WCAC budget. This area covers rents, insurance, membership and license/taxes. The largest expense of this area is the professional services item that covers the contract with Crossroads to provide assistance to the custodian in keeping the facility open.

Discussion took place regarding much of this budget. The most contentious issue was around staffing the facility. Committee members thought that the budget reflected a step back regarding staffing the WCAC and really thought a person should be hired and placed at this facility. Brisendine responded that LeAnne Freeman has been retired for over 10 months and that the jury is still out whether or not a staff person, either full or part time was needed at the WCAC. To date any issues brought to the attention of staff has been handled in a timely manner and that staff do not believe hiring a staff person is a necessity at this time. Further discussion took place around this issue and the question was asked if a dedicated staff person was in place would the facility get more use than is currently taking place. Staff will try to research the usage but it seems that other than the Kiwanis Club leaving for the Historical Society every other user over the last few years is still using the WCAC. Weekend and evening rentals also remain strong thus why the staff have not proposed any changes.

DarlenSchroeder moved/Ernie Carlson seconded to reinstate in the budget the level of support for Salaries-Regular Employees from 2014, which is \$46,239.21 for the 2016 budget. This is an increase of \$19,994.21 from what staff has proposed. The motion carried. This message will be delivered to the City Council via the minutes of this meeting, which goes in the consent agenda area of the meeting agenda.

4. Program Update-Staff discussed that the fall catalog of offering will be mailed to residents the week of August 17. Williams had a piece of information from the club about the program they offer on Wednesday along with the dances on Fridays. Staff will make sure that gets in the winter program offerings catalog.

5. Senior Club Update-Williams shared with the members a flyer created by the Willmar Area Senior Citizen's Club. This flyer had information about the club and other things that take place at the WCAC. Members and staff took copies to place around town to try and encourage folks to try out these activities.

Being there was not further business the meeting adjourned 10:18am. Next meeting is Friday September 11.

